

SECRET

Executive Registry
62-7264

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Ceiling Increase for Cable Secretariat-Message Center

1. The Cable Secretariat-Message Center has requested a ceiling increase of positions to . This request has been reviewed by the Office of Personnel in relation to organization, staffing, grade structure, and work load and they find that the volume of work has increased appreciably in recent years, and backlogs are increasing. They report also that cable analysts are performing clerical duties in an effort to reduce the processing time lag and work backlog. The Director of Personnel recommends and the DD/S approves the ceiling increase subject to my concurrence.

2. The proposed ceiling increase is principally in the clerical level and I recommend your approval. No offsetting reductions elsewhere in the Agency have been determined although later in the month it is planned to propose some position ceiling adjustments as a result of the manpower survey.

JOHN A. BROSS
Comptroller

Approved:

Deputy Director of Central Intelligence

Date

BD/COMP/JMC/BNL/ljn (4 Oct. '62)

Distribution:

Orig. - Addressee

Approved For Release 2003/03/06 : CIA-RDP80B01676R003100190014-5

1 - Comptroller

2 - Budget Division

GROUP 1
Excluded from automatic
downgrading and
declassification

Approved For Release 2013/03/06 : CIA-RDP80B01676R003100190014-5

Approved For Release 2003/03/06 : CIA-RDP80B01676R003100190			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Registry		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Approved For Release 2003/03/06 : CIA-RDP80B01676R003100190			
UNCLASSIFIED		CONFIDENTIAL	SECRET